

## WELCOME LETTER

Dear Noncommissioned Officer,

Welcome to our Logistics Noncommissioned Officers Academy (NCOA) and congratulations on your selection to attend the Senior Leaders/ Advanced Leaders Course at the United States Army Logistics University (ALU).

The purpose of this letter is to provide you with information that will enable you to better plan for your stay here at Fort Lee. Items listed below include some specific points of information that need to be emphasized:

a. In accordance with Joint Travel Regulation (JTR) and Army Regulation (AR) 55-46 personnel in TDY status are not authorized movement of dependents at government expense. NOTE: Soldiers PCSing to Fort Lee are required to sign-in to their gaining unit prior to attending ALC/SLC. Soldiers will not be authorized TDY, they must consider this to better accommodate their families.

b. The ALC/SLC is conducted in a NCOA environment located in the ALU at 526 Quarters Rd. Bldg 12420 on Fort Lee, Virginia. The Fort Lee lodging will be housing you for the duration of your attendance to your course. Students are required to maintain their rooms in accordance with current Post Billeting Standing Operating Procedures (SOP) and Logistics NCOA Policy Letters.

c. All incoming personnel must ensure that they have the following:

1. Pre-Execution Checklist (completely filled out)
2. Proof of current military physical, cardiovascular screening is required for personnel 40 or over. Over 40 soldiers arriving at schools who have not had a periodic physical within the last 5 years will be denied enrollment and not be allowed to start the course curriculum. This policy will be included in all proponent developed course management plans per TRADOC Reg 350-70, and included in future editions of the pre-execution checklists found in TRADOC Reg 350-18.
3. Government credit card/travel advance, and 10 copies of their orders (the term "orders" applies to DTS and DA 4187, orders and attachment memorandums and addendums) in their possession upon arrival.
4. You will report to Fort Lee Lodging on the report date. A flyer will be provided with information for the start date.
5. It is recommended that you bring a minimum of \$200, to purchase forgotten items.
6. Sending commands may judiciously authorize rental cars for those that must fly.  
(MTSS Message 2006)

d. National Guard Personnel:

1. Will bring their finance, personnel and medical records.

2. Ensure all USAR Soldiers travel for training with confirmed ATRRS reservations and travel orders. Orders must be in the Soldiers' possession a minimum of 30 days prior to their reporting date. Exceptions are granted for Soldiers upgraded from "wait" to "reserved" status in ATRRS.

3. Active Army and Active Guard Reserve Personnel recently married should bring a copy of their marriage certificate.

- e. Soldiers on jump status will not be authorized to jump while in TDY status.

- f. All students selected to attend the NCOA must meet the student prerequisites IAW TRADOC Regulation 350-18 as follows:

1. Students will not travel or report for institutional courses without proper orders. Commanders will ensure Soldiers receive orders a minimum of 30 days prior to their report date. Soldiers upgraded from wait status to reservation status on ATRRS will receive their orders at the earliest possible time.

2. AA and AGR Soldiers with a permanent designator of P3 (one or more medical conditions that require significant limitation of military duty) or P4 (one or more medical condition of such severity as to drastically limit military duty) in their physical profile, must include a copy of the complete results of their MOS Medical Retention Board (MMRB) (includes DA Form 3349) when reporting for school IAW AR 350-1.

3. Students with temporary profiles that prohibit full participation in the completion of course requirements will be denied enrollment. Students will not be sent to or enrolled in NCOES courses holding a temporary profile (except for shaving or non-performance deterring profiles), or if they are pregnant, unless the soldier's attending physician provides written documentation that states the soldier can perform/participate in all course physical performance requirements. This includes APFT, marching, and field training exercises. Soldiers will also not be allowed to attend NCOES courses during the recovery period that follows the end date of a temporary profile. Active duty/AGR soldiers holding a permanent P3/P4 profile must arrive for training with a signed copy of their Medical Review Board. Reserve Component (RC) soldiers must possess a complete copy of their DA Form 3349 to be enrolled. Soldiers with a permanent profile will be allowed to attend professional development courses and train within the limits of their profile provided they can otherwise meet all course prerequisites and graduation requirements. The NCOA commandant may dismiss a soldier from a course or refuse to enroll a soldier in NCOES whenever they determine that due to a soldier's permanent or temporary profile restrictions, the soldier would not be able to complete 100 percent of the course requirements to Army/course minimum standards. (For example, APFT, FTX, lanes training exercise (LTX), wear load bearing equipment, perform evaluated performance tasks, etc.)

4. Prerequisites: Unit commander will ensure all Soldiers, including walk-ons, enrolled in institutional training, meet course prerequisites. TRADOC Form 350-18-2-R-E is obsolete for reserve

component schools and is replaced by the ATRRS automated pre-execution checklist (PEC). TASS Schools will retain completed TRADOC Forms 350-18-2-R-E only as required for QA purposes. The PEC is a working document and tool for training managers and commanders to ensure Soldiers are fully qualified and prepared to attend courses. The commander will use the PEC to verify prerequisites such as line scores, physical, upper, lower, hearing, eyes, psychiatric (PULHES); and course prerequisites and qualifications. The unit commander can further certify the completion of prerequisite testing/assessment such as a typing test. The PEC is to be used as the commander's certification that the Soldier meets routine and special course prerequisites.

5. Have no more than 6 months of service remaining after completion of the course. Students who need to reenlist or extend to meet service requirements must do so prior to departing their losing command.

Again, welcome to our Logistics NCO Academy. I am looking forward to having you as a student and I am confident that you will find the courses both challenging and rewarding.

Point of Contact for this action is CSM Clifton H. Johnson, DSN 539-8042, Comm. (804) 765-8042.

A handwritten signature in black ink, appearing to read 'Clifton H. Johnson', with a stylized flourish at the end.

CLIFTON H. JOHNSON  
CSM, USA  
Commandant